



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 302.8

Job Title: **ADMINISTRATIVE SPECIALIST (EXE LEV)**

Pay Grade: 20

GENERAL SUMMARY:

Performs varied professional administrative functions in the research, development, interpretation and implementation of the assigned department's fiscal and operational policies and procedures. Reports directly to a division head and/or handles material of a somewhat sensitive nature.

RESPONSIBILITIES:

- Interprets and disseminates administrative policies and procedural revisions for staff implementation.
- Provides guidance to department staff in various activities necessary to attain operational goals.
- Prepares, edits and revises correspondence, directives, speeches and other documents on various departmental matters.
- Prepares and analyzes the department's annual budget and budget revisions. Manages expenditures and monitors line item balances.
- Responds to written and telephone inquiries, requests and complaints from the general public.
- Conducts studies of department organization and operation, coordinates the preparation of reports on findings and recommends solutions.
- Represents department director at designated conferences, meetings and public events.
- Assists as needed in producing public information activities such as preparing news releases, brochures and visual presentations.
- Performs other duties as delegated by the department head, including handling issues and information of a highly sensitive nature.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

EXPERIENCE:

Three years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Administrative Associate		
Administrative Assistant	OR	Administrative Assistant - Executive Level
Administrative Specialist	OR	Administrative Specialist - Executive Level
Administrative Coordinator	OR	Administrative Coordinator - Executive Level

Effective: October 1990

Revised: August 2001